

**U.S. EMBASSY KUWAIT
VACANCY ANNOUNCEMENT NO. 016-14**

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: VOUCHER EXAMINER
FSN-420-6*; FP-08**
(FULL PERFORMANCE LEVEL)

OPENING DATE: May 22, 2014

CLOSING DATE: June 8, 2014

WORKING HOURS: FULL-TIME; 40 hours/week

SALARY: Full Performance Level:
Not-Ordinarily Resident (NOR):
Position Grade: FP-08 (Starting Salary)
US\$ 30,991 p.a.
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 7,073 p.a. (Starting Salary)
(Position Grade: FSN-06)
* Actual grade and salary will be based on the qualifications of the applicant.

IMPORTANT NOTE

All U.S. Citizens (USEFMs, EFM's or MOHs as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Voucher Examiner to work in the Financial Management Office.

BASIC FUNCTION OF THE POSITION

The incumbent examines a variety of simple and straight forward invoices and other requests for payment of goods and services under the provisions of various purchase orders, contracts, agreements and other documents of commitment. The incumbent determines entitlements, discusses or corresponds with the claimants for clarification and/or supporting documentation and processes vouchers. Work is subject to general supervision to ensure accuracy and compliance with procedures. Utilize a computerized financial management database to effect and record financial transactions. Work as a second alternate Cashier in the absence of Class B Cashier.

Duties Include:

- Reviews and analyses simple and straight forward invoices received from local/offshore vendors involving payments under contracts for services involving one time service performance, delivery of material with normally straight forward items, purchase orders, government purchase card, airfreight on official shipment and other authorizations/agreements for D&CP, ICASS, MRV, and WSU totaling \$3.0 million. The work involves: a) verification of correctness and conformance with the appropriate

authorizations and certification; b) ascertaining that the claims are supported by documentary evidence in the form of executed agreement; c) ensuring that the claims are in accordance with the terms of the purchase orders/contracts, travel orders, other authorizations, and, for procurement of goods and services, fulfils the host government requirements; d) establishing controls to prevent improper or duplicate payments; e) ensuring compliance with USG laws and regulations; and f) obtaining signatures of receiving or approving officers, as necessary, and checking computation on invoices and supporting documentation for accuracy and propriety. The incumbent is also required to communicate orally or in writing with the contractors, vendors, carriers, and other employees to provide guidance, to interpret requirements, to request additional information or to provide clarification on procedures, financial terms and conditions of the purchase orders, contracts or other documents. Update ILMS database for processed invoices against PRs to close out the outstanding procurement files. Maintain files for certified vouchers for his/her area of responsibility.

- Review and prepare complex vouchers for payment. This includes invoices received from various service providers such as ALICO Health Insurance for the (\$1.0 million); and Quality Net for switchboard operations. Ensures invoices conform to terms of purchase orders, contracts, and other authorizations. Ensures compliance with FAM's, FAH's, DOS Procurement Regulations, and the Federal Acquisition Regulations. Keeps a log (Excel or Access Database Program) file for the paid and un-paid invoices for the current and previous months. Incumbent serves as an alternate to the Embassy's principal liaison person for the billing related problems between embassy and the local telephone service providers during his absence.
- Process vouchers pertaining to payments involving multiple appropriations, payments for goods and services such as utilities, replenishment vouchers, representation, medicare, OCS/Trust, airfreight, transportation and cashier's replenishment vouchers. Exercise individual judgement and discretion in applying the regulations and procedures while handling these claims. Determine funding requirements and correspond with the Department or concerned USG agencies for additional information/documents and funds authorization.
- Maintain the vouchering portion of the RFMS/M accounting program. This program is used by the voucher examiner to review the obligation data against the voucher's obligation data. If a discrepancy were to exist, the incumbent will discuss with the appropriate FMC personnel. If necessary, based on the discussion with the appropriate personnel, the incumbent will post or enter accounting information (disbursement) to the RFMS/M and generate a Voucher Auditors Detail Report (VADR) for review by supervisor and the certifying officer.
- Answer queries relating to his area of responsibility. Develops and accumulates a variety of data, such as Prompt Payment Act data, workload counts for ICASS, etc. required by the management for reporting purposes. Provides M/MED the update or verification on overseas hospitalization. Determines if there are any tax exemptions and refunds to be required after review of claims and initiates action to obtain them.
- Serve as POC for the section on all office supplies from warehouse, vendor checks delivery, serves as principal person for picking up mail from mail room and other clerical work as assigned by supervisor.

(NOTE: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.)

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school education.
2. Three years of work experience in Auditing, Accounts Payable, or Bookkeeping.
3. Level 3 in English (Speaking/Reading/Writing).
(Note: Language skills will be tested.)
4. Knowledge of Department of State 4 FAM/FAH, 6 FAM/FAH regulations, Department of State Standardized Regulation, and policy directives and procedures.
5. Skill in the use of computer programs such as MS Word, Excel and Access. Ability to use the electronic calculator.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites: <http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov/> **OR**

2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet; **AND**
4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
5. Copy of the Civil ID or passport (including the residence permit page); **PLUS**
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:

Human Resources Office
U.S. Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR

Email the application to: HROKuwait@state.gov

NOTE: Incomplete or late applications will not be considered.

POINT OF CONTACT

Human Resources Office
Telephone: 2259-1001

CLOSING DATE FOR THIS POSITION: COB June 8, 2014

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

A/Management Counselor – Calvin Levo
Financial Management Officer – Ron Dailey

Approved on: 05/19/2014

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51% dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, (i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority); and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number;
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship;, Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills
- R. Work Experience
- S. References